

GENERAL INFORMATION & INSTRUCTIONS:

- A. Apply on-line at www.edjoin.org
- B. **Read the job announcement prior to completing the application form.**
- C. To claim Veterans' credit on open entry-level exams, you must submit a copy of your DD214. Those claiming disability Veterans' credit must include evidence of current receipt of disability benefit by the closing date for filing applications.
- ➔ D. **KEEP THE JOB ANNOUNCEMENT! If you have not received notification for any part of the exam by the day prior to the date announced, call the Classified Human Resources Office at (530) 891-3000, extension 20120.**
- E. Complete all parts of the application and submit on-line. Any requested attachments not submitted on-line with the application, must be received by 12:00 p.m. on the closing date. Late applications are not accepted.

THE POSITION (See Job Description information on reverse.)

Chico Unified School District has an opening for DIRECTOR – MAINTENANCE/OPERATIONS/TRANSPORTATION to work 12 months/year, 8 hours/day. The eligible list resulting from this recruitment will be used to fill openings in this class for up to 6 months. **Minimum requirements include the equivalent of: Four years of experience in the construction, maintenance and repair of large buildings, grounds and equipment, including two years in a supervisory capacity. Two years of experience in the transportation industry is preferred. A condition of employment is Insurability by the District liability insurance carrier. A cover letter, résumé and an attached list of references are required to be submitted with the application, as well as a valid California driver's license and a current DMV driver's record obtained in the last 30 days.** All persons interested in this position and who meet job related and essential qualifications are encouraged to apply. Top qualifying candidates will be invited to the oral exam. The District will determine the top candidates based solely on the information submitted on the application. All persons interested in this position and who meet job related and essential qualifications are encouraged to apply. CUSD is an affirmative action employer and will not discriminate against employees or discriminate in employment of classified personnel with regard to age, ancestry, color, gender, gender expression, gender identity, genetic information, marital status, medical condition, mental disability, military and veteran status, national origin, physical disability, pregnancy, childbirth, breastfeeding or related medical conditions, race, religious creed, sex, or sexual orientation of any person. Bilingual candidates are encouraged to apply.

EXAMINATION AND CERTIFICATION

The examination consists of an evaluation of the application for experience and education that pertains to essential duties and qualifications. **The District will determine the top candidates based solely on the information submitted on the application.** The top candidates will be invited to continue the exam process. The examination consists of an oral exam (personal interview) that tests the knowledge and experience needed to perform the typical duties, weighted 100%. Successful promotional candidates will have ¼ point added to the final score for each year of service up to a maximum of 6 points.

APPLICATION/EXAMINATION DATES & CERTIFICATION

Closing date for filing applications:

Monday, October 30, 2023, 12:00 PM

Oral exam (personal interview):

Monday, November 6, 2023 (during the day)

Selection Interview:

Date to be Determined (during the day)

Certification shall be according to Merit System §1507.

Selection interviews will be scheduled as needed following the exam process.

EMPLOYMENT INFORMATION FOR CLASSIFIED MANAGEMENT & CONFIDENTIAL EMPLOYEES

The following employment information is a summary and is not intended to be all-inclusive. For specific details, see the Merit System Rules and Regulations.

VACATION: Classified Management employees shall be allowed 27 paid vacation days per year, pro-rated if work year is less than 12 months and/or work day is less than full time. Classified Confidential employees shall be allowed paid vacation as follows, pro-rated if work year is less than 12 months and/or work day is less than full time:

0-4 full years of service with CUSD	13 days/year	13-17 full years of service with CUSD	22 days/year
5-7 full years of service with CUSD	16 days/year	18 or more full years of service with CUSD	27 days/year
8-12 full years of service with CUSD	19 days/year		

HOLIDAYS: Employees in a paid status the day before or after the holiday are entitled to holiday pay.

HEALTH AND WELFARE BENEFITS: The District pays partial health plan costs for full-time, classified employees and their dependents. Part-time employees are eligible with the cost pro-rated based upon hours worked. The District pays the full cost of a dental and a vision plan for employees (and dependents) who work 6 hours or more per day. Any employee working less than 6 hours may elect dental and/or vision coverage at his/her cost. A term life insurance plan is also available – the full cost is paid by the District for full-time employees, and part-time employees may have these costs pro-rated based upon hours worked. Dependents may be covered with term insurance at employee expense.

SICK LEAVE: One day (pro-rated according to hours worked per day) of sick leave is earned for each month worked, with unlimited accumulation.

SALARY RATE: Salary placement is based upon experience as determined by the District.

PROBATIONARY PERIOD: Classified Management employees – 1 year; Classified Confidential employees – 6 months.

RETIREMENT: All employees assigned 4 or more hours/day must join Public Employees' Retirement System (PERS) for which a deduction is made from their salary.

SOCIAL SECURITY: All classified employees are covered by Social Security and must contribute to the Social Security system.

CREDIT UNIONS: There are credit unions available for membership by all classified employees.

Questions, contact: CUSD, 1163 E. 7th Street, Chico, CA 95928--(530) 891-3000 – TTY (530) 895-4030

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

JOB LINE: 530-891-3000 & FOLLOW MENU INSTRUCTIONS